



Montgomery County **RECREATION** D E P A R T M E N T

Dear Coach:

The Montgomery County Recreation Department Instructional Basketball season is approaching. We hope that you are interested in coaching a team in our league. The registration forms are being distributed to the schools and community centers throughout the county. Returning Coaches: If you would like your returning players to stay on your team or to add new players, please make sure that their name and information is noted on your roster and on their individual registration forms.

To register a team, please return the enclosed roster (completed correctly & legibly). Inside your coach's packet or on our web site, you will find the following items:

- Team roster: minimum of 8 players and a maximum of 12 players
 - League Director reserves the right to add players to any team roster with fewer than 10 players.
 - Please print email address legibly (All Coaches must submit a valid email address)
- Individual registration forms: You must have the name of the coach and the school that the child is attending written on each form.
 - Attach payment if paying by check or note the credit card information on the form.
 - Mail forms to: MCRD – 4010 Randolph Road, Silver Spring, MD 20902 Attn – Registrar
 - Parents can also register online. <http://recweb.montgomerycountymd.gov> Make sure they use the correct course number and list the requested coach.

Upon receipt of your team's registration and all required paperwork, practice time will be assigned based on a first come first served basis. Please return your completed forms by the **deadline date of December 1, 2010.**

The program begins the weekend of January 8th & 9th and continues for 8 weeks. In almost every instance, you will share the gym with another team. It is important that you or a representative from your team be present at the coach's meeting to ensure that you understand all of the material that will be covered. The first four weeks of the program will be practice. The last four weeks will be scrimmage games.

Scheduling requests must be submitted in writing to the League Director by December 1st. Scheduling requests are limited to conflicts that may cause the team to forfeit due to lack of players. There is no guarantee that these will be honored. I will make every effort to prevent conflicts when coaches manage more than one Montgomery County Recreation Department team.

Coaches meeting – Tuesday, December 7th - 7pm - MCRD Offices - 4010 Randolph Rd. Silver Spring Md. 20902

Schedule / Equipment / Shirts Pick-up – Wednesday, Jan 5th - 2pm – 8pm – MCRD Office – 4010 Randolph Road

Thank you for your invaluable support of our sports program.

Sincerely,
Andrew Fish

Recreation Specialist